

VACATION RENTAL PERMIT APPLICATION

Owner Information

Owner's Name

Address

City, State, Zip

Phone

Fax

Email

Applicant Information

Applicant's Name

Address

City, State, Zip

Phone

Fax

Email

Property Information

Assessor's Parcel #

Subdivision

Unit #

Lot #

Address/Location

Zoning

Existing Land Use

Parcel Size

Vacation Rental Permit Request

Provide a brief description of your request, including number of Dwelling Units on property, number of bedrooms per Unit(s) and maximum occupancy.

*Homeowners Association (HOA)

Does this property belong to a HOA

HOA Name

Is the HOA aware of this application

**The issuance of this permit does not abrogate any private agreements or covenants, conditions and restrictions (CCRs) which are more restrictive than the provisions of this Ordinance.*

CERTIFICATION & ACKNOWLEDGEMENT

This application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the property and grant the Coconino County Community Development Department and its designees access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, request for additional information, require resubmittal or denial of this application. Other permits may be required and all permits must be obtained prior to initiation of the use. The applicant is responsible for providing additional information and resubmittals.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit. I am responsible for re-application upon expiration of this Permit in five (5) years.

Signature of Applicant

Date:

Signature of Property Owner (If not the Applicant)

Date:

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

Pre-Application Meeting _____ Date _____

DIRECTOR ACTION

☐ Approved with Conditions (see attachments) ☐ Denied

Action By _____ Date _____

Expiration _____



VACATION RENTAL PERMIT APPLICATION

- A. Purpose:** The purpose of this Section is to establish the criteria, process, rules and standards for the short-term Vacation Rental of residential properties for any period of time less than 30 days in order to protect the public health, safety, and welfare, support tourism, and housing affordability while preserving the residential character of neighborhoods, minimizing nuisance and provide equity with other residential and commercial Uses.
- B. Definitions:** "Vacation Rental" shall mean the business of letting any Dwelling or any portion of any Dwelling for occupancy for any time period less than thirty (30) consecutive days in duration in a residential zoning district to a single Family through one contract at any given time.
- "Bedroom" shall mean a room meeting the provisions of the building code and environmental quality as determined by the Building Official.
- C. Applicability:** The provisions of this Ordinance shall apply to all Vacation Rentals that exist at the time of the effective date of the ordinance codified in this section and all Vacation Rentals proposed after the effective date of the ordinance.
- D. Performance Standards:** All Vacation Rentals are subject to the following standards unless a Conditional Use Permit is approved by the Planning and Zoning Commission to allow a Vacation Rental to exceed the standards. Proposed Vacation Rentals that exceed the standards in this section may be permitted at the discretion of the Planning and Zoning Commission subject to the granting of a Conditional Use Permit.
1. Vacation Rentals shall not be permitted in non-habitable structures such as, but not limited to, garages or other accessory structures or temporary or portable structures such as tents, yurts, travel trailers or RVs.
 2. Occupancy: Each Vacation Rental shall be limited to overnight occupation by a Family; and further provided that said occupation shall not exceed two (2) individuals per bedroom plus two additional people up to a maximum of ten (10) individuals per dwelling, excluding children under three years of age.
 3. Exterior Appearance: The exterior of the Vacation Rental shall maintain a residential appearance with house number visible from the street or road.
 4. Noise and Disturbance: The Vacation Rental shall not be utilized in any manner that produces excessive noise, excessive traffic, excessive vehicles, excessive refuse and waste, or any disturbances that disturb the peace and quiet enjoyment of neighboring residences.
 5. Special Events: Commercial or public functions and private or public events that are inconsistent with residential neighborhoods, including but not limited to auctions, concerts, organized recreational activities, weddings, banquets, conference centers and other similar Uses are prohibited.
 6. Parking: Each Vacation Rental shall have one on-site parking space per Bedroom in the home with a minimum of two on-site parking spaces required. All on-site parking spaces shall be located upon improved surfaces set aside for that purpose in a site plan accompanying the permit application. All vehicles shall be parked on-site in said spaces and no parking shall occur off-site.
 7. Access: The access to the Vacation Rental shall be adequately maintained and remain clear of obstructions to ensure unimpeded passage of emergency vehicles and other traffic.
 8. Signage: Signage shall not exceed the permitted allowances for residential uses in the underlying zone.
 9. Accessory Dwelling/Guest House: On properties containing both a primary residence and an accessory dwelling unit or detached guest house, both units may be rented out as one property under the same contract.
- E. Emergency Contacts:** A laminated sheet containing emergency contact information shall be posted near the telephone or in a prominent and visible location if there is no telephone installed at the Vacation Rental. The emergency contact list shall include the following:
1. " In case of emergency dial 911."
 2. The physical address of the Vacation Rental.
 3. The nearest major cross streets.
 4. The phone number and address of the nearest medical center or clinic.
 5. The name and phone number of the 24-hour local management contact.



VACATION RENTAL PERMIT APPLICATION

The following information shall be submitted when applying for a Vacation Rental Permit. The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Vacation Rental Permit exist. The Director of Community Development or Designee may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

SUBMITTAL REQUIREMENTS

- ◇ Confirmed attendance of Pre-Application Meeting
- ◇ Non-refundable fee of \$200.00; make checks payable to Coconino County Community Development.
- ◇ Submit notarized affidavit affirming to the size and location of emergency escape and rescue openings; installation of smoke alarms.
- ◇ One (1) copy of Emergency Contact information to be displayed in Vacation Rental.
- ◇ Property Management Plan (PMP)
 1. A contact name and phone number for an individual who is available 24 hours a day, seven days a week.
 2. A statement indicating the maximum occupancy of the property.
 3. Identification of quiet hours.
 4. A map indicating the property boundaries and designated parking locations.
 5. Notification that on-street parking is not permitted.
 6. Provisions for the containment and disposal of waste and obligations of the Occupant.
 7. Provisions regarding the function and capability of on-site wastewater systems.
 8. Good neighbor provisions including, but not limited to, the considerate use of ATVs, snowmobiles, community property, keeping of animals, water resources, lighting and other expectations.
- ◇ Signage: Optional
 - ◇ Copy of proposed sign; if applicable.
 - * One name plate not exceeding one (1) square foot in area indicating the name of occupant of Vacation Rental is permitted.
 - ◇ Location of proposed sign.
 - ◇ Material and color of proposed sign.

SITE PLAN REQUIREMENTS

Provide two copies of each document with the following information:

General Property Information: Required

- ◇ Show the entire property (parcel) by the property lines; include all property dimensions; and streets labeled. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
- ◇ North arrow and site plan scale. Acceptable scales:
 - Parcels up to one acre, 1" = 10';
 - Parcels of one acre to 2 1/2 acres, 1" = 20', 1" = 30';
 - Parcels of 10 acres or greater 1" = 40', 1" = 50', 1" = 60'
- ◇ Direction of slope on property and the direction of natural drainage.
- ◇ Location of all ingress and egress easements and utility easements (when applicable).
- ◇ Location of any signage (when applicable).

Floor Plan: Required

- ◇ Demonstrate ingress/ egress between indoor and outdoor settings; show all doors and windows with measurements of openable area including sill height to floor.
- ◇ Location of smoke detectors.



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PERMIT REVIEW TIMEFRAMES

Vacation Rental Permit timeframes pursuant to ARS § 11-1605 are as follows:

- A. Administrative completeness shall be determined within 30 calendar days of the submittal of a Vacation Rental Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- B. Substantive review of all Vacation Rental Permit applications shall be completed within 30 calendar days from the determination that the Vacation Rental Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- C. The total time frame for the granting or denying of an administrative Vacation Rental Permit is 60 days.
- D. Timeframes are tolled and may be waived in accordance with A.R.S. §11-1601 et seq.

ISSUANCE OF VACATION RENTAL PERMITS

- A. Vacation Rental permits shall be issued when compliance with this Ordinance is verified. If the Community Development Director determines that the proposed Vacation Rental does not comply with this Ordinance, the permit shall be denied.
- B. No Vacation Rental Permit shall be issued if the Vacation Rental is in Violation of other laws or impairs property rights. The Director of Community Development will determine if the Violation or impairment exists with appeal to Superior Court.
- C. If a Vacation Rental zoning permit or Conditional Use Permit is revoked, a new permit for the same owner and location may not be issued for a period of at least one year from the date of revocation.